

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Team Cleaning Tools and Equipment for  
Facility Custodial Cleaning

**DATE:** June 27, 2014

**TO:** All Offices except where cleaning is provided  
by lessor

**NO:** MMO-001-14  
**FILE CODE:** P2  
wvol:mm14001af

This Maintenance Management Order (MMO) identifies approved Team Cleaning tools and equipment to be used in facilities where Team Cleaning principles are implemented. This bulletin applies to Acronym BLDGS and Class Code TC in all postal facilities.

The Team Cleaning standardized tools and procedures have been methodically selected and can be used at any USPS facility regardless of location, size, or age. Selection of all Team Cleaning tools, materials, and supplies is based on employee safety, environmental impact, cleaning effectiveness, and cost. Tools and equipment used to support Team Cleaning is controlled, and may not be changed without approval from the Custodial Standardization Change Control Board (CSCCB). The CSCCB must evaluate and approve all Custodial Change Request(s) (CCR) made to modify Team Cleaning processes, tools, equipment, or chemicals.

Team Cleaning is a method for cleaning all facility areas using "Specialists" (custodians) that are responsible for specific cleaning tasks. Each custodian may accomplish one or more specialist functions, as assigned, during any work period.

Specific instructions have been developed outlining the application and usage of Team Cleaning tools and equipment. Managers and supervisors must ensure employees maintain Team Cleaning tools in a safe, clean, and serviceable condition.

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, online at <http://mtsc.usps.gov/apps/remedyticket/index.cfm> or call (800) 366-4123 or (405) 573-2123.

A handwritten signature in black ink, appearing to read "Robert E. Albert".

Robert E. Albert  
Manager  
Maintenance Technical Support Center  
HQ Maintenance Operations

Attachment: Standardized Team Cleaning Specialist Equipment

Web Access: <http://mtsc.usps.gov>



**ATTACHMENT**  
**STANDARDIZED TEAM CLEANING SPECIALIST EQUIPMENT**

Table 1 identifies the function and color-code associated with each Specialist function. Each custodian may perform one or more of the specialist functions during any work period as assigned to satisfy facility cleaning needs.

**Table 1. Definitions of the Four Specialists**

Type Specialist	Function	Color Code
Restroom Specialist	Cleans and disinfects restrooms, including but not limited to, the restocking of supplies in restrooms and custodial closets	Red
Light Duty Specialist Term is not the same as outlined in Article 13 of the APWU Collective Bargaining Agreement. Light Duty Specialist is an ISSA term that defines a type of custodial work and has no relationship to the USPS Light Duty status employee.	Assigned cleaning tasks above the finished floor surface. Examples include dusting surfaces within 10 feet above the finished floor, emptying trash, cleaning interior glass, and spot cleaning.	Green
Vacuum Specialist	Vacuums all hard floor surfaces including carpets, furniture, and any area not exposed to moisture. Inspects the vacuum power cord as specified in OSHA 1910.334.(a).2	Blue
Utility Specialist	Cleans exterior glass, mops, scrubs, and seals hard floors, hauls trash to dumpsters from designated collection points, services exterior areas, and performs other tasks.	Yellow

Team Cleaning tools have been engineered to clean for health minimizing and controlling the spread of contaminants. Color coding of ergonomically designed tools and environmentally friendly chemicals simplify cleaning activities. Each specialist accomplishes assigned tasks using specific color coded tools, equipment, and chemicals as listed in the following four sections.

**1. LIGHT DUTY SPECIALIST STANDARD EQUIPMENT**

- a. Handheld detergent spray bottle
- b. Microfiber cloths (green)
- c. Debris pick-up tool (green)
- d. Extendable duster

- e. Trash barrel with dolly and equipment storage apron
- f. Safety glasses
- g. Distribution Tray consisting of the following:
  - 1) Chemical detergent
  - 2) Package safety cutter
  - 3) Pencil or pen and notepad
  - 4) Scraper (putty knife)
  - 5) Duster cover (consumable)
  - 6) Pencil eraser

## **2. VACUUM SPECIALIST STANDARD EQUIPMENT**

- a. Backpack HEPA vacuum with wand and fittings
- b. 50 ft. 3-prong extension cord
- c. Electrical 3-prong pigtail
- d. Fanny pack
- e. Trash can liners for emptying filters
- f. Spare filters

## **3. RESTROOM SPECIALIST STANDARD EQUIPMENT**

- a. Restroom cart
- b. Broom and dust pan
- c. Extendable duster with consumable cover
- d. Mop with telescoping handle (red)
- e. Spare (red) microfiber mop pads
- f. Two compartment (red) mop bucket with wringer
- g. 18" (red) Debris pick-up tool
- h. Bowl brush (red)
- i. Microfiber cloths (red)
- j. Point of use mixing hose
- k. 64 oz. stock solution bottle
- l. 16 oz. germicide spray bottle
- m. Replacement trash bags
- n. Replacement paper products
- o. Replacement hand soap

- p. Safety glasses
- q. Restroom specialist distribution tray
- r. Germicide detergent
- s. Package safety cutter
- t. Nitrile gloves
- u. Inspection mirror
- v. Pink pearl eraser
- w. Dust cover (consumable)
- x. Detail brush
- y. Pen or pencil

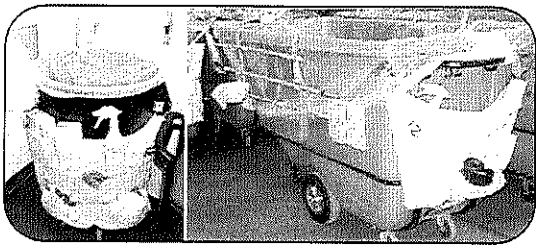
#### **4. UTILITY SPECIALIST PROJECT EQUIPMENT**

Dependent on the physical size and location of the area to be cleaned or serviced, below is a general list of specialized equipment that might be utilized to fulfill a Utility Specialist work assignment.

- a. Push broom
- b. Burnisher
- c. Buffer
- d. Automatic scrubber (walk-behind)
- e. Automatic scrubber (rider type)
- f. Carpet care equipment
- g. Hard floor care equipment
- h. Window cleaning equipment
- i. High dusting equipment
- j. Snow removal equipment

# Light Duty Specialist Job Aid

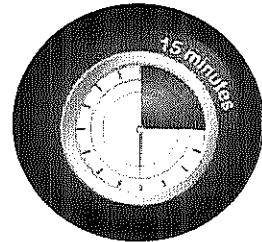
## CLEANING



**NOTE:** Light Duty Specialist must always stay 15 minutes ahead of Vacuum Specialist.

Always follow workflow listed on PS Form 4776 and monitor timeline.

Record identified building issues on Work Request Forms.



**HIGH SPEED** (High-Traffic Areas; applies only to workroom floor, enclosed platform dock, and supply rooms)

**WARNING:** Do not lift heavy bags when emptying large trash cans; instead lay container on its side as necessary.

1. Empty trash and replace liners **as needed**, and deposit all trash and recyclables at specified location.

**WARNING:** Only dust and wipe surfaces below 10 feet that are safely within reach.

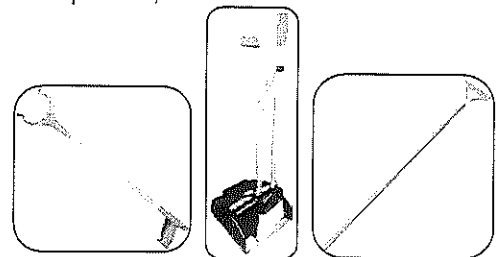
2. Dust horizontal surfaces **as needed** beginning with higher surfaces then working down to lower surfaces using lamb's wool duster with ProDust cover. Examples are light fixtures, air vents, door tops, door frames, cabinets, tables, shelving, and blinds.

**NOTE:** Always use all 16 sides of properly folded microfiber cloth.

3. Use 32 oz. trigger sprayer filled with ScrubPac 102 and water solution with green microfiber cloth to spot wipe critical contact points (drinking fountains, common area phones, badge readers, hand rails, door knobs, light switches, etc.) and vertical surfaces **as needed**.
4. Use scraper to remove debris (labels, gum, etc.) stuck on floor.
5. Use broom and Ergo Dustpan or 36" Nifty Nabber to pick up paper clips, papers, and other items from floor that cannot be picked up by vacuum cleaner.

**LOW SPEED** (Wall-to-wall detailed cleaning of spaces identified on PS Form 4776 in column labeled "Detailed" day of week)

1. Empty trash and replace liners as needed, and deposit all trash and recyclables at specified location.
2. Dust all horizontal surfaces beginning with higher surfaces then working down to lower surfaces using lamb's wool duster with ProDust cover. Examples are light fixtures, air vents, door tops, door frames, cabinets, tables, shelving, and blinds.
3. Use 32 oz. trigger sprayer filled with ScrubPac 102 and water solution with green microfiber cloth to wipe:
  - all horizontal surfaces – desk tops, table tops, cabinet tops, shelving, door tops, and door frames
  - all vertical surfaces – mirrors, glass, columns, walls, and cabinets
  - critical contact points – badge readers, drinking fountains, common area phones, hand rails, door knobs, and light switches
4. Use scraper to remove debris (labels, gum, etc.) stuck on floor.
5. Use broom and Ergo Dustpan or 36" Nifty Nabber to pick up paper clips, papers, and other items from floor that cannot be picked up by vacuum cleaner.



### END OF SHIFT

1. Clean cart and all equipment at conclusion of route, and then sign in all returned equipment to Check In/Check Out Room.
2. Place used microfiber cloths in designated container.
3. Return distribution tray, empty ScrubPac 102 pacs, and unused microfiber cloths to Supervisor.
4. Turn in completed Work Request Forms to Supervisor.

# Restroom Specialist Job Aid

## CLEANING

### CLEANING STEPS

**NOTE:** Do not use 18" Nifty Nabber to pick up items from floor.

1. Use 18" Nifty Nabber to remove any non-flushable objects from all restroom fixtures.
2. Flush toilets and urinals. Use Post-it note to cover automatic flush valve sensors (if sensor is present).

**CAUTION: DO NOT** pump 264N solution into **waterless urinals**. Reference step 12e below.

3. Dispense one full pump from the 64 oz. stock solution bottle into each toilet and urinal.
4. Refill towels, soap, lotion, sanitizer, toilet paper, seat covers, wax bags, and feminine products. Verify all dispensers function properly.
5. Use lamb's wool duster with ProDust cover to dust all dry surfaces working from top to bottom.
6. Use broom and Ergo Dustpan to remove debris from floor.
7. Empty trash containers and replace liners as needed (including feminine product receptacles, if applicable.)

**NOTE:** Start each restroom with a new microfiber cloth and always use all 16 sides.

8. Using 16 oz. bottle, spray solution on microfiber cloth then wipe mirrors and light switch plates.
9. Using 16 oz. bottle, spray solution directly on sinks, fixtures, and countertops, and then wipe those surfaces with microfiber cloth.
10. Using 16 oz. bottle, spray solution directly on all commonly touched items (fomites such as entry door handles, soap dispensers, towel dispensers, etc.), and then wipe those fomites with microfiber cloth.

**NOTE:** Use new folded side of microfiber cloth for each stall/urinal.

11. Spot wipe (clean) outside surfaces of stall doors and stall walls using microfiber cloth.
12. Clean urinal/toilet stalls (one at a time) following sub-steps a-e:
  - a. In each stall, use 16 oz. bottle spray solution directly on all toilet or urinal bright works and other fomites.
  - b. Wipe inner stall door handles and bright works.
  - c. Spot wipe (clean) inner surface of partition walls around toilet and urinals.
  - d. Wipe both sides of toilet seat, toilet or urinal's top rim, and bowl's under side.
  - e. **Waterless Urinals Only:** Use 16 oz. bottle spray solution directly onto the microfiber cloth, and wipe urinal's exterior and then interior surfaces.
13. Scrub toilet and urinal bowls (NOT waterless urinals) with disinfectant applicator brush, tap brush on rim to release liquids, flush toilet or urinal, remove Post-it note from automatic flush valve sensor, and LEAVE TOILET SEATS UP.
14. Record all defective fixtures, dispensers, or other items needing repair on Work Request Form.
15. Mop floor using 201N and water solution, mopping 6- by 6-foot areas while ensuring mop's leading edge (according to the shoe-print icon) is in the forward direction.
16. Thoroughly rinse mop head each time mopping solution is changed.
17. At route's conclusion, thoroughly rinse mop head using custodial closet sink and remove mop head. Placed soiled mop head and soiled cloths in a plastic liner.

### END OF SHIFT

1. Clean cart and all equipment, and then sign in all equipment to Check In/Check Out Room.
2. Place all soiled mop heads and microfiber cloths in designated mesh bag containers.
3. Return distribution tray with empty 201N and 264N pacs, unused microfiber cloths, and unused mop heads to Supervisor.
4. Turn in completed Work Request Forms to Supervisor.

